

Entering Summer Youth Using Locally Defined Barriers Updated 5/7/09

On May 1st, you were sent an email describing the Toolbox2.0 work-around process to enroll Youth participants that meet the local WIB-Defined Barrier. The coding of Toolbox2.0 functionality necessary to report this barrier has now been implemented. Therefore, staff may now indicate the “Youth WIR Defined” barrier by checking the box on the Youth Barriers screen in Toolbox2.0 (see screen below).

The previous guidance instructed you to choose the “homeless” barrier checkbox in Toolbox2.0. Doing so allowed you to complete the data entry process necessary for enrollment and service provision. You were also instructed to make the following notation in the document verification text field: “Customer is not homeless -- Needs Additional Assistance (WIB Defined) (i.e. Documentation meeting Local Plan Requirements).” This explanation was needed to account for the use of the “homeless” barrier instead of a “WIR locally defined barrier” in the system.

You were also instructed to keep a list of the Toolbox2.0 applIDs of youth who are truly homeless. Now that ITSD has completed the Toolbox2.0 barrier updates, we are asking you to provide your list of truly homeless participants entered. Please send this list to dwdsupport@ded.mo.gov. ITSD will then correct the records for “WIR locally defined barrier” participants entered as homeless, without changing those on your list as “truly homeless”.

Local Workforce Investment Boards are encouraged to review their locally-defined (Needs Additional Assistance/Faces Serious Barriers to Employment) Youth barrier definition to ensure it is flexible enough to allow appropriate youth applicants to be screened in as opposed to being screened out. The local definition could be as simple as “Lacks sufficient experience, education or skill to obtain employment in their chosen occupation.”

Entering Youth Using WIR Locally Defined Barrier into Toolbox2.0

1. Check the Youth WIR Defined box (circled below) on “Barriers” popup
2. Complete the matching “Verification” checkbox/statement on the “Check Verification” popup.

The screenshot shows the 'Youth Barriers' screen in the Toolbox2.0 application. The screen has a blue header with tabs for 'Application', 'Eligibility', 'Waiver', 'ATAA', and 'Enrollment'. The 'Youth Barriers' title bar is visible. The main area contains two columns of dropdown menus for various barriers, each with a 'No' option. The first column includes: Pregnant or Parenting, Foster Child, Homeless, Dropout, Runaway, Offender, Basic Skill Deficient, and One or more grade levels below appropriate for age. The second column includes: Needs Additional Assistance, Migrant Youth, Aged out of Foster Care at 18 or received 1 year TAL after 14, Incarcerated parent, Behavior problems at School, Family illiteracy problems, Domestic violence, Substance abuse, Limited English proficient, Lacks occupational goals/skills, Disabled, and Chronic Health Conditions including Disabilities. At the bottom left, the 'Youth WIR Defined' checkbox is checked and circled in red. Below it is a partially visible '5% Other' checkbox. At the bottom right, there are 'Save' and 'Close' buttons. A green checkmark icon is visible on the far right edge of the screen.